

Excess Soil Registry

Training Session: Reuse Filing Deep Dive

December 2nd, 2021



RPR Resource Productivity
& Recovery Authority





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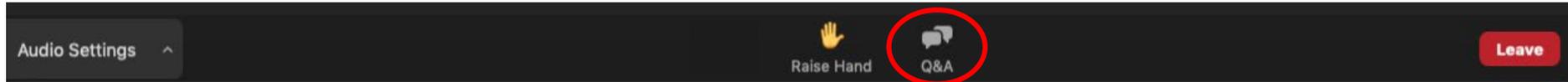
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How to Ask a Question



To ask a question or for technical assistance: click on the Q&A tab, type your question in the text box, and click “send”.



Introduction to RPRR

Registry Overview

Company A
Excess Soil Registry Homepage

Notice ID: N000003

Excess Soil
Switch Programs

You have a new notification
You have project filings in progress. Click **Continue** to complete the filing

Initiate New Notice

Notice Filings

Notices with the status Initial Submission, Updated Submission or Final Submission are visible on the public Registry.

Legend:
RDS = Residential Development Site Depot
PA = Project Area
RS = Reuse Site

Notice ID	Notice	Site/Project Name	Last Updated By	Last Updated On	Status	Shared Access	Action
N000001	RDS	Sheppard - Yonge Proj.	James McNulty	June 22, 2021	In Progress	✓	Continue
N000002	PA	Danforth East	Timothy Burbank	June 11, 2021	In Progress		Continue
N000003	PA	Site 1	Rick Jones	May 4, 2021	Initial Submission	✓	Update/ Finalize
N000004	RS	Cherry Street	Mark Dey	May 16, 2021	Final Submission		View
N000005	RDS	Queen/Spadina	James Parker	April 23, 2021	Updated Submission		Update/ Finalize

6 entries

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5 entries per page

Have a question? Search our [FAQs](#). Can't find the answer? [Contact Us](#)

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What is the Registry?

The Registry Portal is an online solution for regulated parties to register, report information, and provide payments to RPR.

What data is collected?

In the resource recovery programs, regulated entities supply corporate business information (e.g., Name, Address, Contact Info) and sales and supply chain information (e.g., volume of materials sold). As part of the Excess Soil program, each Filing contains key contact information, soil details (e.g., volume, quality) and location data.

What degree of Security and Privacy is required?

Data submitted in the resource recovery programs can be commercially sensitive. Security has therefore always been a critical consideration in the design, build, and operationalization of the Registry.

Training Session

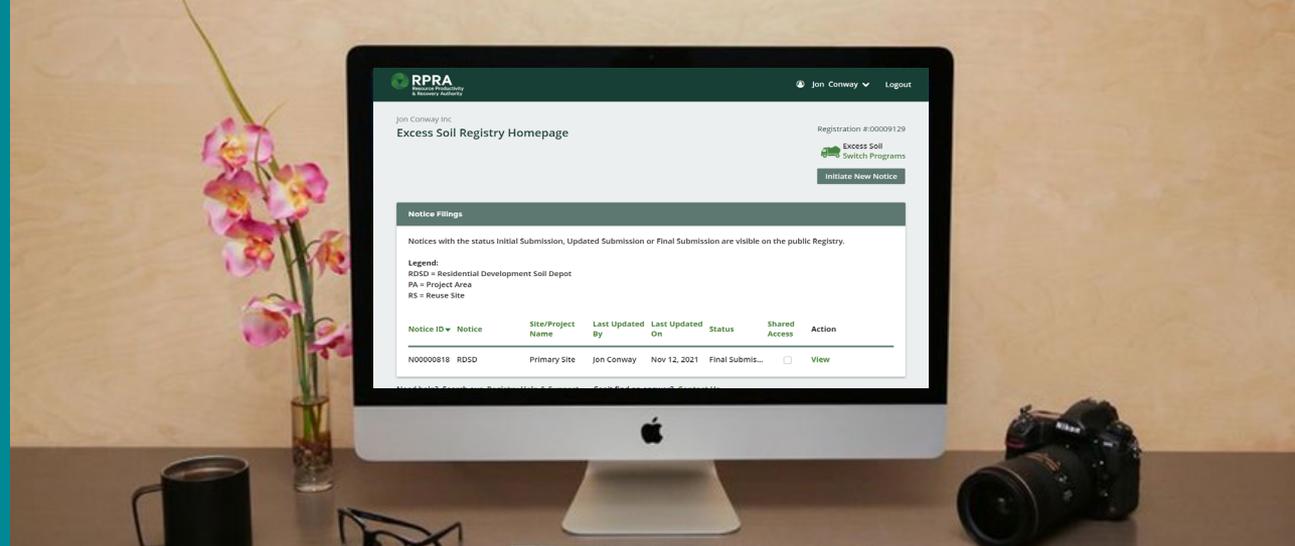


Expectation Setting

These sessions are intended to give stakeholders a view of how the Excess Soil Registry allows industry users to initiate, update and finalize Excess Soil Filings in compliance with Ontario Regulation 406/19.

Each session has a set process to demonstrate and covers the more complex areas of the Registry.

They are designed to showcase the technical features of the Registry as they exist today, but will not go into the regulatory / legal requirements of the Regulation itself, its interpretation or enforcement.



Transforming the way Excess Soil information is gathered and shared

How

We will provide a brief overview of the training topics in a presentation format and then present a live demonstration of those features in the Excess Soil Registry.

Q & A

There are 15 minutes available for questions and answers at the end of each training session on topics that are covered in the session.

Please save questions for the end of each session.

Next Steps

There will be training video made available soon for an RDSD Filing.

Further questions should be directed to RPRa: info@rpra.ca

Reuse Filing Training

- Create a Filing
- Shared Access
- Making an Initial Submission
- Updating an Existing Submission
- Making a Final Submission
- Downloading PDFs: Summary & Invoices



Excess Soil Registry Overview

The Registry System Implementation Project provides an easy-to-use solution where regulated parties can meet their notice filing requirements under the On-Site and Excess Soil Management regulation.

The Registry portal will also be used by the Ministry of Environment, Conservation and Parks to support its compliance and policy efforts, and provides access to the public to view filing submissions.

How the Registry supports policy objectives



Increases transparency and accountability for those responsible for Excess Soil with a reporting platform



Enables notice Filing for larger Excess Soil movements, larger reuse site soil placements, opening and closures of Residential Development Soil Depots



Provides Ministry access to information contained in Filings

Provides Public access to information contained in Filings

How the Registry supports the Excess Soil industry



Minimizes administrative burden of Filing requirements

Enables efficient and accurate reporting

For more information visit: <https://rpra.ca/excess-soil-registry/>

Excess Soil Registry



Let's start with Registry Portal



Registry Portal

The Registry Portal allows industry users to complete and view their Excess Soil Notice Filings

Users:

- Industry Users (Owners, Operators, Project Leaders, Authorized Persons, Transporters and more...)

Use Cases:

- Initiating, completing, and submitting and finalizing Excess Soil Notice Filings

What Users See:

- Filings your company has initiated
- Filings your company has been provided notice access to

How to Access:

registry.rpra.ca



Public Portal

The Public Portal provides the general public read-only access to Notice Filings

Users:

- General public and anyone with an interest in Filing data

Use Cases:

- Viewing Initial, Updated, and Final submissions
- Downloading PDF summaries & declarations

What Users See:

- All Filings in initial, updated, and finalized status, and related PDFs

How to Access:

excessoilnotices.rpra.ca



Ministry Portal

The Ministry Portal provides ministry users in-depth access to Notice Filing and Registry data.

Users:

- District Office Employees
- Compliance Office Employees
- Investigation & Enforcement Branch Employees
- Policy Branch

Use Cases:

- Search for all Filings and related data
- Access and view all Filing data
- View key metrics and charts
- Generate Reports/Dashboards

What Users See:

- All Filings, regardless of status, with the exception of fees and payment information

Types of Filings

Select notice filing type

Select the type of notice filing you would like to submit. For more information about notice filing requirements, visit our [Excess Soil](#) webpage.

Residential Development Soil Depot Notice

Reuse Site Notice

Project Area Notice

< Back Cancel Next



Residential Development Soil Depot



Reuse



Project Area

Residential Development Soil Depot

An RDSD is a soil bank storage site that is temporarily operated for the purpose of managing Excess Soil that will ultimately be transported to a reuse site.

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Reuse Site

A Reuse Site is a site at which Excess Soil is used for an identifiable beneficial purpose (and does not include a waste disposal site).

R
S

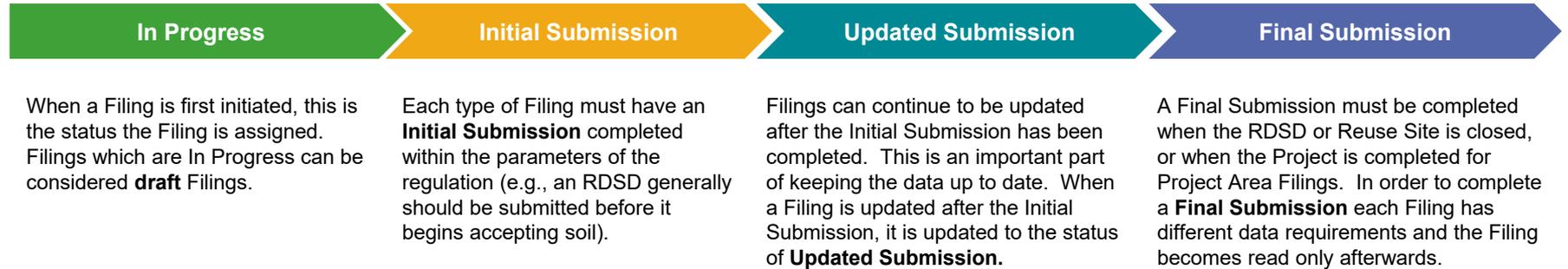
Project Area

The Project Area refers to a single property or adjoining properties on which a project is carried out. That project being any that involves the excavation of soil for any form of development, or site alteration, construction or removal of liquid soil or sediment from a surface water body.

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The Lifecycle of a Filing

Filings are expected to open for a long time, most will be open for months, if not years. Below is a summary of the statuses that each Filing moves through:



Important Facts about each Filing Status

- ✗ All data must be provided
- ✗ Available on Public Registry
- ✓ Available on Ministry Portal
- ✓ Filing may be updated
- ✗ Declaration required
- ✗ Fee Payment required

- ✓ All data must be provided
- ✓ Available on Public Registry
- ✓ Available on Ministry Portal
- ✓ Filing may be updated
- ✓ Declaration required
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- ✓ Available on Public Registry
- ✓ Available on Ministry Portal
- ✗ Filing may be updated
- ✓ Declaration required
- ✓ Fee Payment may be required*

*Fees are dependent on the excess soil volume entered during the Submission process

Introduction to Filing Contacts

Below is a list of the types of contacts that may be identified within a Reuse Filing, and their role.

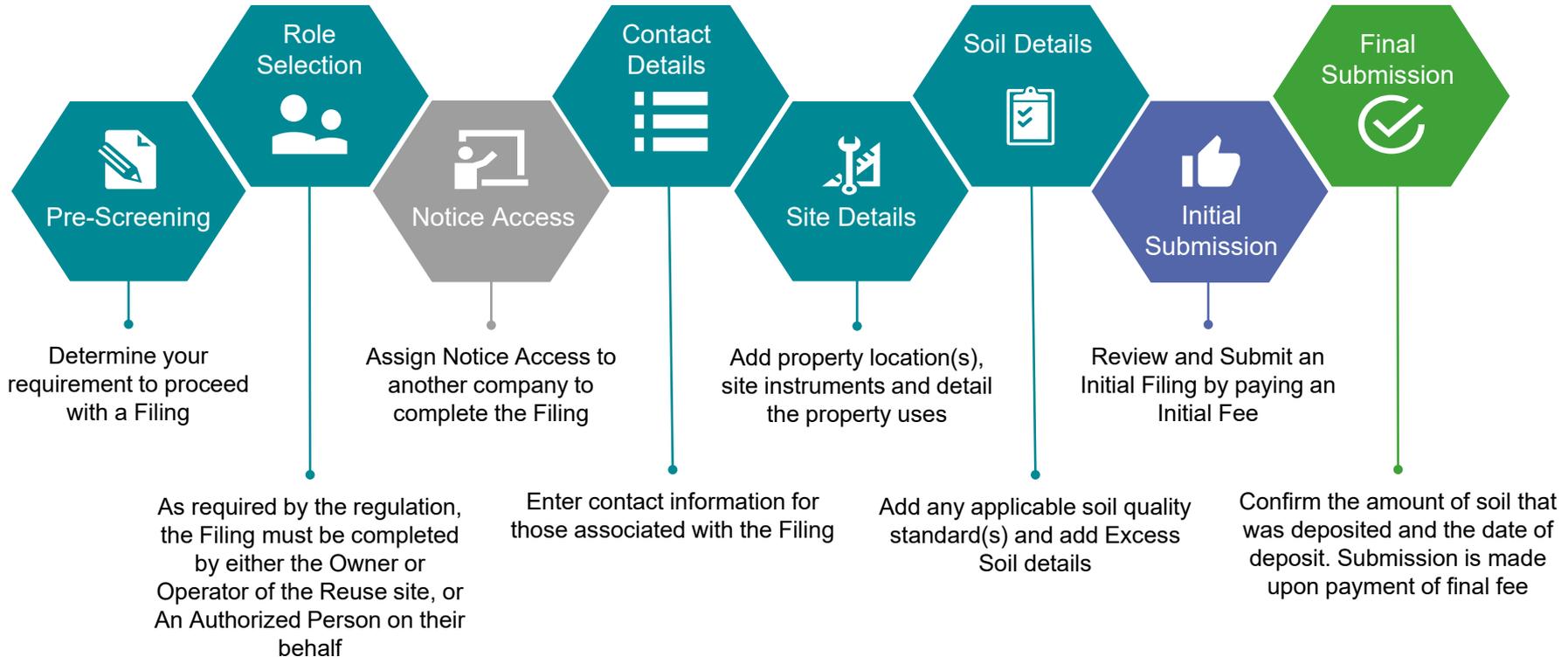
Contact Type	Description	Can Initiate	Contact Details
Owner	The owner of the Filing site	Yes	Required
Operator	The person having charge, management, or control of a site.	Yes	Required
Authorized Person	A person authorized by the owner or operator to file the notice on their behalf.	Yes	Not Required*
Site Contact	An authorized person on site who can be contacted.	No	Required
Qualified Person	As defined under Ontario Regulation 152/04 sections 5 or 6, the person or supervisee who developed the site-specific Excess Soil quality standards	No	Optional

*The details of an Authorized Person are not required, nor can they be entered during the course of the notice filing.

A Reuse Filing



Here is an overview of the user's journey through a Reuse Filing Submission.



Reuse Filing Details



Each section of a Filing is specially designed to capture all of the requirements for the On-Site and Excess Soil Management regulation. The user will not be able to proceed to making a submission until all of the required information has been captured. Each chevron below represents a section of the Filing which must be completed:



For a given Filing, there is an ability to share access with another company, enabling that company to complete sections of the Filing.

Sharing access to the Filing allows another Account (i.e., company) to complete:

- Contact Details
- Site Details
- Soil Details

Reuse Filings should be initiated by the **Owner** or **Operator** of the site, or an **Authorized Person**.

This step makes it easy for the user initiating the Filing to self-identify and select the role that they play.

Optionally, users can add additional **Owner(s)** or **Operator(s)**

Reuse Filings often contain multiple properties (i.e., Sites), which are still provided using:

- Municipal Address or;
- Legal Land Description
- Geographic coordinates

One Site is designated as the primary site, this will be the first one created by default.

Reuse Filings require the Type of Undertaking to be provided, Instruments in use and current and future property use(s).

Reuse Filings are required when there will be more than 10,000 m³ stored onsite. As part of the Filing, the following key data is required:

- Applicable Soil Quality Standards, depending upon which the Details of any Qualified Person(s) associated with a site-specific BRAT or Risk Assessment may also be required
- Date first load will be deposited
- Estimated date of final load
- Inventory amount of soil
- Total amount of soil to be deposited

After completing all of the required information in the Filing, users are presented with a Review screen which allows them to see everything they've entered and validate the accuracy before they move on to complete their Initial Filing Submission and submit their payment.

Reuse Filing Demonstration Scenario

Reuse: Redevelopment of a former rail yard to recreational and community use

Thorn Soil is proposing to redevelop a former rail yard in Toronto. There is fragmented ownership on the land, and all landowners have come to an agreement to allow the redevelopment to proceed. **Thorn Soil** wants to convert the land from industrial/commercial land use to community/recreational use and will operate the reuse site. This site is poorly linked to the City of Toronto's Road, transit, and wastewater collection networks. It is estimated that the reuse site will accept up to **225,000 m³** of excess soil in total. The site will be operational effective **March 31, 2022**. The project will terminate on **January 31, 2025**.

Thorn Soil has retained the services of a Qualified Person from **Aecon Consultants** to undertake an assessment to establish the current site condition of the soil and groundwater to ensure the site is appropriate to be used as a reuse site for the purposes of their project. The QP will ensure it receives excess soil only from source sites that have been pre-approved based on a protocol determined by the source site and receiving site QPs.

Contacts Associated with the Reuse Site:



Thorn Soil

Jax McKenna
Developer, Operator
& Site Contact



203948475 Ontario

Jackie Stewart
Owner 1



34345834 Ontario

John Johnson
Owner 2



45522324 Ontario

Janet Stevens
Owner 3



Aecon Consultants

Devin Piper
Qualified Person

Demo Time!



Next Steps/Training Sessions Overview

#	Session	Topics	Duration	Link
1	Intro to Excess Soil Nov 25th, 2021	<ul style="list-style-type: none"> • Excess Soil Program introduction/overview • Creating a Registry account • Managing user access • Program enrolment • Dashboard • Delegation/shared access overview • Public Experience Portal 	1.5 hours	Link to recording Link to presentation materials
2	Project Area Filing Nov 30th, 2021	<ul style="list-style-type: none"> • Project Area Filing Overview • Create a Filing & update an existing Filing • Assigning and revoking Shared Access • Making an Initial Submission • Making a Final Submission • Downloading summary PDFs & invoice PDFs related to your filing • Receiving a confirmation email after a submission 	1.5 hours	Link to recording Link to presentation materials
3	Reuse Filing Dec 2nd, 2021	<ul style="list-style-type: none"> • Reuse Filing Overview • Create a Filing & update an existing Filing • Assigning & revoking Shared Access • Making an Initial Submission • Making a Final Submission • Downloading summary PDFs & invoice PDFs related to your filing • Receiving a confirmation email after a submission 	1.5 hours	

Q & A



Feedback

AWESOME



LESS

AWESOME



Contact us

Website: www.rpra.ca/excess-soil-registry/

Email: registry@rpra.ca

Thank You

